



Department of Environmental Services

1900 E. 9th St. N.
Wichita, KS 67214
(316) 268-8351

Licensing Process

for Food Service Establishments

Before opening, building, remodeling, or purchasing a food service establishment in Sedgwick County, you should contact the City of Wichita Department of Environmental Services. This notification process allows us to assist you from the very beginning. The consultation that we provide will help to eliminate costly mistakes as you progress in your construction, business conversion, or purchase.

It is important that you know the food safety regulations for food service establishments. The Kansas Food Code and state laws relating to the licensure and operation of a food service establishment require compliance for the prevention of foodborne disease and the protection of the public's health.

PLANNING

Plan Review: Kansas Food Code Section 8-201.11 requires the submission of plans and specifications of food service establishments that are: newly constructed, the conversion of an existing structure to a food service establishment or the remodeling of a food service establishment. The plans must include the proposed layout, mechanical schematics, and construction materials and finish schedules.

Plans along with associated fees should be submitted to the Office of Central Inspection (316) 268-4461.

Purchasing and Remodeling: If purchasing or remodeling an existing retail food establishment, the facility will be required to meet the current code requirements before licensure. If a remodel is planned, a food facility plan review will be required.

Equipment: Equipment and facilities will be required to meet food safety standards. Household equipment may not meet the requirements in the Kansas Food Code, as they are not designed for commercial use or designed to provide and maintain food safely.

LICENSES & FEES

Licensing Requirements: The following is a list of minimum facility and environmental requirements for licensing food service establishments:

- Water from an approved source
- Approved sewage disposal & plumbing
 - **For most facilities, an in-ground grease interceptor is required. Contact Environmental Services for additional information regarding your facility.**
- Adequate refrigeration and holding facilities (41°F or below for cold holding & 135°F or above for hot holding)
- Hand washing facilities in food preparation and ware washing areas
- Hot and cold water to all fixtures required to use water with adequate capacity (100 °F or above for hot water)
- Approved ware washing facilities (dishwasher or 3 compartment sink with drain boards on each side)
- Public and/or employee restrooms (2 public restrooms if seating for 20 or more patrons)
- Smooth, easily cleanable, and nonabsorbent floors, walls, and ceilings (concrete floors sealed)
- Mop sink
- Absence of pests/ Infestations (**prefer pest contract set up with company**)
- Absence of imminent health hazards

Fees and Application: The fees to open a food service establishment include a \$200 license fee and a one time application fee of \$200 (payable to Kansas Department of Agriculture). A completed application must be submitted with the appropriate fees at the time of the licensing inspection.

In addition, a licensing inspection must be completed and the facility must meet food safety requirements prior to operation and issuance of a food service license. It is illegal to operate a food service establishment without a valid license. **Licenses are not transferable to place or person.**

Ownership of a food service establishment cannot be transferred to another person. Fees are not prorated and all licenses are required to be renewed by December 31 of each year. A renewal notice is sent to each licensed establishment in November. The renewal payment must be received by December 31 to avoid penalties.

Licensing Inspection: Contact the Department of Environmental Services to schedule a licensing inspection prior to opening.

Food Safety Certification: A Food Handler's Card is required for employees who work in a food service establishment in the city of Wichita. Free classes are held at the Department of Environmental Services. Classes are offered in English and Spanish. For dates and times visit our website at <http://www.wichita.gov/CityOffices/Environmental/FoodProt/>.

***DON'T FORGET THESE ADDITIONAL TIPS**

- Check with your local building or county/ city code department for additional plumbing, electrical, and ventilation regulations. A building permit is required in many municipalities. In Wichita, contact the Office of Central Inspection at (316) 268-4461.
- Contact your local fire department for fire code regulations. In Wichita, this is handled by the Office of Central Inspection at (316) 268-4571.
- Contact your local zoning department to confirm that your proposed use does not conflict with zoning regulations. In Wichita, call (316) 268-4479.



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